

CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240054-0

Res Mgmt 3-3.2  
Shelf file Equip

5 JUL 1962

DD/S  
ATTN : SPA-DD/S

CIA Records Administration Officer

Secure Areas for RDP/FI

1. This Office has reviewed the attached request in compliance with memorandum dated 7 June 1962 from Deputy Director (Support), Subject: Request for Secure Areas In Headquarters Building.

2. A physical inspection of Room 4C24, Langley, revealed that much better space utilization could be achieved through conversion from 4 drawer combination locked safes to steel shelving. In addition, conversion to shelving would provide a more efficient means of filing and retrieving records and allow for expansion.

3. The above points have been discussed with  Chief Support, FI.

25X1

4. I recommend the approval of this request on the condition that conversion to shelf filing is acceptable.

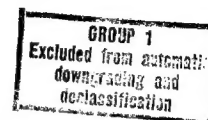
25X1

Distribution:

- Orig. - Addressee
- 1 - SPA-DD/S
- 1 - Office of Security
- 1 - Office of Logistics
- ✓1 - RMS File Copy

DDS/RAO/RS&DB/  smb (5 July 1962)

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CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	[redacted] Office of Security		
2	4E-05 Headquarters		
3	[redacted] Space Alloc. & Facilities Branch		
4	Office of Logistics, 1J-45 Headquarters		
5	SPA-DD/S, [redacted]		
6	7E-02, Headquarters		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>The attached is in conformity with Memo from DD/S to: Acting Director of Logistics, Director of Security, Chief, Records Management, Subject: Requests for Secure Areas in the Headquarters Building, dated 7 June 1962.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[redacted] Records Admin Officer			5 July
UNCLASSIFIED		CONFIDENTIAL	SECRET

FORM NO. 237  
1 APR 55

Replaces Form 30-4  
which may be used.

(40)  
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